

USAREUR Regulation 690-11

Civilian Personnel

EMERGENCY TRAVEL FOR CIVILIAN EMPLOYEES AND THEIR DEPENDENTS

13 December 1984

Supplementation of this regulation is prohibited without prior approval from the Commander in Chief, USAREUR, ATTN: AEAGA-CE, APO 09403.

The only interim changes to this publication that will be implemented are those having an expiration date and an Adjutant General, USAREUR, authentication.

1. Reference. DOD Regulation 4515.13-R, Department of Defense Air Transportation Eligibility Regulation.

2. Purpose. This regulation provides guidance for determining eligibility and procedures for issuing category 1 travel authorizations for emergency travel of civilian employees and their dependents who are serviced by USAREUR civilian personnel offices (CPO).

3. Policy. Bona fide immediate family emergencies warrant approval of emergency travel. Absence of an employee for emergency purposes is charged to annual leave. Annual leave normally may be advanced under the provisions of Federal Personnel Manual (FPM) Supplement 990-2 or AR 215-3. Emergency situations include:

- a. Death of a member of the immediate family of the employee or spouse.
- b. Death of the employee, spouse, or their immediate family members in the overseas area when the funeral is at the home of record and the surviving employee or spouse is required to return to the overseas area after the funeral.
- c. Contribution, by the presence of the employee, his or her dependents, or both to the welfare of a seriously ill or dying member of the immediate family of the employee or spouse.
- d. Family problems caused by serious illness or injury of one or more members of the immediate family of the employee or the spouse. This emergency situation arises when the family problems impose a responsibility on the employee or spouse that must be met immediately and cannot be accomplished from the duty station or by other means.
- e. Divorce cases when custody of children is an issue in the case and a suit has been filed and a trial date established.
- f. Any other emergency situation when failure of the employee, his or her dependents, or both to return would create a severe and unusual hardship on the employee or spouse or on the immediate family of the employee or spouse.

4. Explanation of Terms. a. Immediate Family Emergency. Emergency involving the employee's or spouse's father, mother, child, illegitimate child, stepchild, brother, sister, person in loco parentis, and sole surviving blood relative.

b. Space Available Travel. Travel on Military Airlift Command (MAC) flights using space left after space required travelers have been accommodated.

c. Space Required Travel. Travel on MAC flight using space reserved for the passenger. The cost of space required travel must be paid by the traveler to MAC at the US Government rate tariff before traveling. Employees are not eligible for reimbursement for this travel.

*This regulation supersedes USAREUR Regulation 690-11, 10 January 1980.

5. Personnel Eligible for Transportation. Eligibility for transportation is established in DOD Regulation 4515.13-R, paragraphs 4-5a and 4-7a. Categories of civilian employees and their dependents who are eligible for travel are:

- a. US citizen civilian appropriated fund employees of the Department of the Defense (DOD) stationed overseas.
- b. US citizen civilian nonappropriated fund employees recruited from the continental United States (CONUS), Alaska, or Hawaii for overseas employment on a permanent change of station (PCS) assignment at nonappropriated fund expense.
- c. Dependents of employees covered in a and b above.

6. Transportation. Eligible employees and their dependents are authorized either category 1 space available or space required round trip transportation between overseas and CONUS aerial ports. Transportation within the CONUS is not authorized (i.e., passengers are not authorized travel from the manifested destination of the aircraft to their final destination). When space required transportation is used, the traveler is responsible for payment of the fare at the US Government user rate by cash or personal check. This payment will be made in advance at the air terminal. Transportation is authorized only on DOD owned or controlled aircraft. Except for space available transportation, all transportation is at the employee's expense. Employees will not be reimbursed for the cost of space required transportation. The following are examples of authorized transportation:

- a. An eligible employee with a bona fide emergency in CONUS is authorized transportation from Europe to CONUS and return. All transportation within CONUS is at the employee's expense.
- b. An eligible employee with a bona fide emergency in the Philippines may be authorized transportation from Europe to CONUS and from CONUS to the Philippines and return.
- c. A student dependent attending college in the United States may be authorized transportation from CONUS to Europe, and return, for a family emergency in Europe.

7. Responsibilities. The activity commander or a designated representative is the approving authority for emergency travel of civilians and their dependents. The designated representative normally is the civilian personnel officer. The servicing civilian personnel officer or designee will verify eligibility and issue travel authorization. The community staff duty officer may act for the civilian personnel officer during nonduty hours. When an employee is not in the immediate area of his or her servicing CPO, the civilian personnel officer, designee, or designated staff duty officer in the geographic locality will assume responsibility for verification and issuance of orders. Following issue, a copy of AE FL 55-R (Emergency Travel Authorization for DA Civilian Employees and/or Dependents) will be sent to the servicing CPO.

8. Travel Authorization. Ten copies of AE FL 55-R (app A) will be prepared. Nine copies will be given to the traveler and one copy retained at the servicing CPO. A separate AE FL 55-R will be prepared for each traveler. AE FL 55-R may be completed with pen and ink if necessary to avoid delays in issue (e.g., when issued during nonduty hours by a staff duty officer). The traveler will be briefed thoroughly on transportation entitlements. Instructions for travel are printed on reverse of AE FL 55-R. AE FL 55-R will be locally reproduced on servicing printed community civilian personnel office letterheads printed head to head. Eligibility of the person requesting travel may be determined by review of personnel records, DD Form 1173 (Uniformed Services Identification and Privilege Card), or other means determined appropriate by the official issuing the travel authorization. When an emergency occurs during nonduty hours and eligibility cannot be immediately verified and, in the judgment of the person issuing the travel authorization the person is eligible, the travel authorization may be issued to avoid delay in travel. In such cases, the person will be required to write and sign a statement that he or she meets one of the eligibility criteria in paragraph 5 and agrees to reimburse the Government for the cost of travel if it is later determined that he or she was not eligible. Such statements should be required only when eligibility is questionable. These statements normally should not be required of travelers.

9. Verification of the Emergency. Emergency travel authorization should be issued only after verification of the emergency. Verification normally will be obtained from the American Red Cross and the Red Cross message number cited on the travel authorization. Travel need not be delayed, however, pending receipt of Red Cross verification. Officials delegated authority to issue emergency travel authorization may use any suitable verification that is, in their judgment, valid and acceptable authorization.

(AEAGA-CE, HDG Mil (2121-)8623)

FOR THE COMMANDER IN CHIEF:

OFFICIAL:



C. J. FIALA
Major General, GS
Chief of Staff

W. H. GOURLEY
Brigadier General, USA
Adjutant General

1 Appendix

A. AE FL 55-R (Emergency Travel Authorization for DA Civilian Employees and/or Family Members)

DISTRIBUTION: Special

10 - Cdr, V Corps (AETVCP)
10 - Cdr, VII Corps (AETSCP)
10 - Cdr, 21st SUPCOM (AERCP)
20 - Cdr, USAB (AEABA-CP)
20 - Cdr, USASETAF (AESE-CP)
5 - Cdr, 4th TRANSCOM (AEUTR-MOV-SL)
20 - Cdr, 7ATC (AETT-CP)
20 - Cdr, 8th Spt Gp (AESE-L-CP)
60 - Cdr, ASG, Kaiserslautern (AERAS-PA)
10 - Cdr, BAD (AERUK-AC)
40 - Cdr, NSSG (US) (AERSH-CV)
50 - Ea CCPO, Frankfurt and Stuttgart
40 - Ea CCPO, Augsburg, Hanau, Heidelberg, Mannheim, and Nuernberg
20 - Ea CCPO, Ansbach, Aschaffenburg, Bad Kreuznach, Bamberg, Baumholder, Bremerhaven, Darmstadt, Fulda, Garmisch, Giessen, Karlsruhe, Moenchengladbach, Munich, Pirmasens, Schweinfurt, Wuerzburg, Wiesbaden, and Zweibruecken
200 - Cdr, USAPPCE (AEUAS-PU) (stk)

CINCUSAREUR:

10 - DCSPER (AEAGA-CE)
5 - DCSLOG (AEAGD-T)
6 - AG (4 - AEAAG-ALU; 2 - AEAAG-APP-E)

Transportation Entitlements and Instructions

1. Transportation. The emergency transportation entitlement is for transoceanic travel on DOD owned or operated aircraft. Employees may request free space available transportation or elect space required travel by reimbursing the Government for the cost of travel for themselves or their dependents. Travelers will:

a. Report to Army liaison counter or passenger liaison office at the military air terminal.

b. If space required reimbursable travel is elected, liaison personnel will direct the traveler to the appropriate Air Force personnel for issuance of DD Form 1131 (Cash Collection Voucher). Payment for travel will be made at this time in accordance with the applicable Military Airlift Command (MAC) tariff.

2. Funds. Travelers should have enough funds to pay the entire round trip cost of travel by regular commercial means in case space is not available on a MAC flight.

3. Documentation. Travelers must have a valid passport, an immunization record if immunizations are required for entry into the country of their destination or duty station, and copies of their emergency travel authorization. For non-US citizen dependents, valid US entry visas or permits are required.

4. Billeting. Transient billets may not be available at the points of departure or arrival. Transient billets, when available, are assigned to space available passengers only after all space required passenger requirements have been filled. Travelers should have sufficient money to pay for commercial accommodations.

5. Reporting. a. For travel from Europe to the continental United States (CONUS), travelers should report to the Army liaison counter of the overseas aerial port of debarkation (APOD) to register for transportation. At Rhein Main Airbase, Frankfurt, Germany, the Army liaison counter is located in building 400. Reservations are not accepted for space available travel. Assignment of seats is on a first-in, first-out basis.

b. For travel from CONUS to Europe, travelers should contact the Military Air Traffic Coordinating Unit (MATCU) at one of the following locations:

(1) McGuire Air Force Base (AFB), New Jersey
Commercial: (609-)724-3006/3007
AUTOVON: 440-3006/3007

(4) St Louis International Airport
St Louis, Missouri
Commercial: (314-)263-6277/6278
AUTOVON: 693-6277/6278

(2) Charleston AFB, South Carolina
Commercial: (803-)554-3141/31210
AUTOVON: 583-3141/3210

(5) Dover AFB, Delaware
Commercial: (302-)678-6892/6893
AUTOVON: 455-6892/6893

(3) Philadelphia Overseas Terminal
Philadelphia, Pennsylvania
Commercial: (215-)365-4590
AUTOVON: 443-3162

c. For travel from CONUS to a destination in an overseas area other than Europe, travelers should obtain travel advice from the appropriate MATCU. MATCU personnel will help travelers make connections on established MAC flights.

6. Baggage. a. For space required reimbursable travel, two pieces of checked baggage of not more than 70 pounds and not larger than 62 linear inches (i.e., sum of width plus length plus height) per piece, plus one piece of hand-carried baggage no larger than 45 linear inches, are allowed. Travelers must pay the cost of excess baggage. The cost is determined by the passenger tariff. The price varies from \$10 to \$60 depending on the cost of the flight.

b. For category 1 space available travel, two pieces of checked baggage with a combined weight of not more than 66 pounds and not larger than 62 linear inches per piece, plus one piece of hand-carried baggage no larger than 45 linear inches, are allowed. Space available passengers are not authorized excess baggage.

7. Flight Availability Information. Travelers may obtain the current waiting time for space available category 1 travel by calling:

AERIAL PORT	COMMERCIAL TELEPHONE	AUTOVON TELEPHONE
Rhein Main Airbase (AB), Germany	330-7015/7016	
Ramstein AB, Germany		440-5461/5996
Mildenhall, England		238-2250
Aviano, Italy		632-2520
Naples, Italy		625-5214
Gerbini (Sigonella), Italy		624-5370
Madrid, Spain		723-6310
Rota, Spain		727-2411
Adana, Turkey		676-6424
Athens, Greece		662-5474
McGuire Air Force Base (AFB,) New Jersey	609-724-2864	440-2864
Charleston AFB, South Carolina	803-554-2610	583-2347
Dover AFB, Delaware	302-678-7491	455-7491
Los Angeles, California	213-643-1296	833-1296
Oakland, California	415-635-8482	837-2407/5771
St Louis, Missouri	314-263-6269	693-6269
Philadelphia, Pennsylvania	215-365-4590	443-3162

8. Contact With Employing Activity. Employees should inform their employing activity after arrival in CONUS of their anticipated date of return. This contact is particularly important if a delay is encountered that will prevent return on the date originally scheduled. (Employees may contact any military installation and request that a message be sent on their behalf to their organization; however, installations are not obligated to honor such requests.)

APPENDIX A--TRAVEL AUTHORIZATION

(LETTERHEAD ISSUING AUTHORITY)

(Office Symbol or Authorization Number)

(Date)

SUBJECT: Emergency Leave Travel Authorization

Name of employee or sponsor:

Grade:

Organization:

Duty Station:

Name of Dependent:

The above named employee/dependent is authorized round trip transportation between oversea and continental United States aerial ports on Government owned or operated aircraft on a category 1 space-available or space-required basis by reason of the emergency stated below. Transportation within the continental United States is not authorized except to the extent of travel to the manifested destination of the aircraft.

This authorization is invalid if travel to the emergency destination does not begin within 15 days from the date of issue. Return travel under this authorization must begin not later than 90 days following commencement of travel to the emergency destination.

Authority: DOD 4515.13-R, Chapter 4, Section B

REASON FOR EMERGENCY AND SOURCE OF VERIFICATION:

(signature block of issuing official)

Traveler has been briefed on travel requirements. Inquiries concerning this order should be directed to (name of official, telephone number, commercial, military and autovon).

Civilian Personnel

EMERGENCY TRAVEL FOR CIVILIAN EMPLOYEES AND THEIR DEPENDENTS

Summary. This change:

a. Adds eligibility for transportation of employees and their dependents between overseas aerial ports. The Joint Travel Regulation, volume 2, appendix A, defines "dependent."

b. Replaces AE FL 55-R (Emergency Travel Authorization for DA Civilian Employees and/or Family Members) with AE Form 690-11A-R (Emergency Travel Authorization for DA Civilian Employees and/or Family Members).

Applicability. This regulation applies to USAREUR civilian personnel and their dependents.

Supplementation. Commanders will not supplement this regulation without Commander in Chief, USAREUR (AEAGA-CE), approval.

Forms. Only "-R" forms may be reproduced locally on 8 1/2- by 11-inch paper through the servicing forms management office. Other forms will not be reproduced; they will be ordered by the unit or organization publications officer from the United States Army Printing and Publications Center, Europe, or as stated in the authorizing directive.

Interim Changes. Interim changes to this regulation are not official unless authenticated by the Deputy Chief of Staff, Information Management, USAREUR. Interim changes will be destroyed on their expiration dates unless sooner superseded or rescinded.

Suggested Improvements. The proponent of this regulation is the Office of the Deputy Chief of Staff, Personnel, HQ USAREUR/7A (AEAGA-CE, 370-8781). Users may send comments and suggested improvements to this publication on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to the Commander in Chief, USAREUR, ATTN: AEAGA-CE, APO 09403-0101.

1. USAREUR Regulation 690-11, 13 December 1984, is changed as follows:

Remove

Insert

Appendix A (AE FL 55-R)

AE Form 690-11A-R

2. The regulation is further changed as follows:

Throughout. Change "AE FL 55-R (Emergency Travel Authorization for DA Civilian Employees and/or Family Members)" to "AE Form 690-11A-R (Emergency Travel Authorization for DA Civilian Employees and/or Family Members)".

Page 2, paragraph 5c. Add the following sentence:

The Joint Travel Regulation, volume 2, appendix A, defines "dependent."

Page 2, paragraph 6. In line 3, add "and between overseas aerial ports" to the end of the first sentence.

Page 3, paragraph 8. In line 1, delete "(app A)".

Page 4. Delete appendix listing.

DISTRIBUTION. The distribution of this change supersedes the distribution of the basic regulation.

3. Post these changes per DA Pamphlet 310-13.
 4. File this change in front of the regulation for reference.
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FOR THE COMMANDER IN CHIEF:

OFFICIAL:



WILLARD M. BURLESON, JR.
Major General, GS
Chief of Staff

DAVID E. WHITE
Brigadier General, GS
Deputy Chief of Staff,
Information Management

DISTRIBUTION:

Special

- 3 - Cdr, V Corps (AETV-CP)
- 3 - Cdr, VII Corps (AETS-CP)
- 3 - Cdr, 21st TAACOM (AER-CP)
- 3 - Cdr, USASETAF & 5th TAACOM (AESE-CPD)
- 3 - Cdr, Berlin Bde (AEBA-CP)
- 3 - Cdr, 7ATC (AETT-CP)
- 5 - Cdr, 1st TMCA (AEUTR-MOV-SC)
- 3 - Dir, AFRC (AEFRC-S-CP)
- 10 - Ea CCPO, Ansbach, Aschaffenburg, Augsburg, Bad Kreuznach, Bamberg, Baumholder, Burtonwood, Darmstadt, Frankfurt, Fulda, Giessen, Hanau, Heidelberg, Kaiserslautern, Karlsruhe, Mannheim, Munich, NSSG(US), Nuernberg, Pirmasens, Rheinberg, Schweinfurt, Stuttgart, Wiesbaden, Wuerzburg, and Zweibruecken
- 3 - Ea CCPO, Livorno, Norddeutschland, and Vicenza

CINCUSAREUR:

- 2 - SGS (1- AEAGS-ASD; 1 - AEAGS-MH)
- 9 - DCSPER (5 - AEAGA-CE; 4 - AEAGA-GML)
- 5 - DCSLOG (AEAGD-T)
- 3 - DCSIM (1 - AEAIM-AR-AR(FMO); 2 - AEAIM-FI-UP)

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Mildenhall, England		238-2250
Aviano, Italy		632-2520
Naples, Italy		625-5214
Gerbini (Sigonella), Italy		624-5370
Madrid, Spain		723-6310
Rota, Spain		727-2411
Adana, Turkey		676-6424
Athens, Greece		662-5474
McGuire AFB, New Jersey	(609) 724-2864	440-2864
Charleston AFB, South Carolina	(803) 554-2610	583-2347
Dover AFB, Delaware	(302) 678-7491	455-7491
Los Angeles, California	(213) 643-1296	833-1296
Oakland, California	(415) 635-8482	837-2407/5771
St. Louis, Missouri	(314) 263-6269	693-6269
Philadelphia, Pennsylvania	(215) 365-4590	443-3162

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